

## Staff Report

**To:** Mayor and Town Council  
**From:** Tammi Ledley, Town Manager  
**CC:** Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff  
**Date:** December 7, 2020  
**Re:** December Staff Report

**1 Downtown Revitalization Project:** Virtual partnering meetings continue to be held monthly.

C.J. Miller has almost completed their portion of our project. They have submitted a request to SHA for approval of substantial completion which will stop the count of project construction days. Before this request may be approved, all line-item work will have to be finished. Outstanding items include flushing the new storm water system and removing the old traffic signal pole foundations at Gill Avenue and North Woods Trail.

Verizon is responsible for raising the lines that are hanging below the top of the newly installed lampposts. This work has not yet been scheduled.

All the cluster boxes north of 482 have been installed except for the one in front of 1410 North Main Street. Mail delivery has been transferred to the new cluster boxes and the single mailboxes will be removed soon. After all the boxes north of 482 are installed, the Post Office will install one cluster box per month as their budget allows in the area between Shiloh Road and Route 482 on the southbound lane.

After substantial completion has been approved by SHA, a final walkthrough inspection will be conducted that will include Town Staff. Crews may remain on Main Street afterwards to address items discussed during the inspection.

**2 Hampstead Merchants Association:** Santa will be returning from the North Pole before Christmas. HMA will be hosting Santa on Friday, December 18th and Saturday, December 19th at War Memorial Park from 6pm to 8pm. Santa will stand in front of the War Memorial to wave to children and families driving by on Main Street. Parents will also be able to walk up and have their children's picture taken in front of Santa. Details will be posted on the HMA and Town Facebook page.

There is additional news about the HMA to share. To further strengthen the partnership between the HMA and the Town, HMA recently reached out to Jim Roark to inquire if he would like to serve on their board as a representative of the Town. The Mayor and I both agree that having a staff member on the board would be beneficial to both the Town and HMA. Jim has developed a strong relationship with our Town businesses since he joined the Town Staff and would be a great asset to the HMA Board.

**3 Commercial and Residential Projects:** Our Commercial and Residential Projects continue to move forward. New business prospects are being explored.

- 4 **Business:** Carroll County Commissioners authorized another release of the Carroll County Restaurant Relief program funding with a deadline date of noon today for application submission. This program will allow for reimbursement of eligible working capital expenses like rent, mortgage, and utility bills. Our local restaurants have been sent this information via email and were encouraged to apply. Many of our Town restaurants and businesses have applied for and received funding from the different programs made available during this pandemic.

Unfortunately, even with these funding programs, we are seeing more restaurants closing. Michael's Steak and Lobster House in the Roberts Field Shopping Center and the Hampstead location of Five Guys have closed their doors.

- 5 **Restricted Industrial Zoning:** Our North Carroll Business Park has been full of activity this year. Ridge Engineering is in the concept phase of their expansion, the County will soon begin the construction of their new Sewer Pump Station, and the County is in the permit phase of acquiring grading only permits for two additional parcels in the Park. As the Town Zoning Administrators reviewed the Restricted Industrial section of the Town Code to determine what type of business are permitted in this zoning district, we found some inconsistencies, some duplications, some outdated industries, and some newer types of business that were not included. We also updated the accessory uses to include uses that modern-day businesses normally have included in their facility. Then Town staff met with the Town Attorney to discuss these revisions. We believe that this amendment, as presented to Council, will set better parameters for what is envisioned for our Restricted Industrial districts.
- 6 **New Payroll System:** Town Staff are preparing for the implementation of our new Payroll System through ADP. Cheryl has been gathering data for the conversion that is planned to occur the first week of January after the end of the calendar year. Once implemented, the processing of our payroll will be outsourced to ADP. Supervisors will continue to approve staff timesheets and the Finance Department will continue to oversee the streamlined process.

Our next project will be implementing a new financial software. This project will take months to prepare for the conversion. The new system should be operational on July 1st, 2021.

- 7 **Candy Cane Lane Decorating Contest:** We recently announced our first Candy Cane Lane on Main Decorating Contest within our Main Street Revitalization area. Contest information is located on the Town's Facebook page.

All decorations should be up by Tuesday, December 15th so our elves can photograph your home or business. Once we have photographed all participants, we will create a contest page on Facebook. We will be asking for your assistance in finding the best decorated homes and businesses. There will be a first and second place winner in both residential and business categories.

If you are interested in participating, please give us a call at Town Hall for your very own Candy Cane Lane sign.